

## How to Apply for Positions open to "All U.S. Citizens" Advertised through the Southwest Civilian Personnel Operations Center's Delegated Examining Unit (DEU)

DEU announcements are vacancies that are open to all US citizens. These vacancies are open to the general public and you do not need any previous Federal government experience to apply. A listing of vacancies open to all US citizens can be found at [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or on the Army Civilian Personnel On Line web page at [www.cpol.army.mil](http://www.cpol.army.mil). Announcements from the [www.cpol.army.mil](http://www.cpol.army.mil) site must indicate they are open to "all US citizens" in order to apply as a DEU applicant.

**Please note : If you are a permanent Federal employee or have any appointment status, we encourage you to apply for specific position vacancies via Resumix. Vacancy announcements for these positions are located at <http://www.cpol.army.mil> under the Heading "Employment".**

### HOW TO APPLY

**Carefully read OF 510, Applying for a Federal Job, prior to submitting your application.**

Prepare your application using any of the following formats:

- a. Resume (be sure to indicate if you are claiming veterans preference, your SSN and announcement number applying for), OR
- b. OF 612, Optional Application for Federal Employment, OR
- c. SF 171, Application for Federal Employment

In addition, you must submit the following:

- (1) Supplemental Qualifications Statement (SQS) (located in job announcement);
- (2) If required in announcement, College Transcripts (copies accepted) OR a listing of College Courses. Also, if announcement allows for substitution of education for experience, you must submit your college transcripts.
- (3) SF-15 and required documentation (**applicable only to military veterans claiming 10-point veterans preference**)

Your application must either be **received** by OR in some cases must be **postmarked** by the closing date of the announcement. Be sure to read the announcement carefully to insure your application reaches the SWCPOC as required. It is the applicant's responsibility to insure applications are received timely.

### HOW TO OBTAIN FORMS

Application forms are available below or may be obtained from the OPM Website  
<http://www.opm.gov/forms/index.htm>

### WHERE TO SUBMIT THE APPLICATION

Mail your resume/application and additional documentation listed above to:

Department of Army, SWCPOC  
ATTN: B14 Delegated Examining  
301 Marshall Ave  
Fort Riley, KS 66442

### REFERENCES: Forms in PDF format

[-OF 510 - Applying for a Federal Job](#)

[-OF 612 - Optional Application for Federal Employment](#)

[-SF 15 - Application for 10-Point Veteran's Preference](#)